

**COMPREHENSIVE LISTING
OF SALARY AND BENEFITS
FOR UNREPRESENTED EMPLOYEES**



*REVISED
JULY 2012*

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1. INTRODUCTION

The City's Management, Mid-Management, and Confidential employees are unrepresented, which means that they do not engage in collective bargaining with the City on matters related to their wages, benefits and other terms and conditions of employment. Although subject to the City Personnel Rules established pursuant to Resolution 6367, as amended, changes in salary and benefits are enacted by Resolution or Ordinance pursuant to the Eureka Municipal Code.

2. DEFINITIONS

Definitions concerning the operation of the City's Personnel System and the employment relationship between the City of Eureka and its employees are generally found in Personnel Rule 1, the Employer-Employee Relations Policy (E.E.R.P.) (Resolution 6708), and the Eureka Municipal Code.

- A. CONFIDENTIAL EMPLOYEE --** An employee, who, in the course of his or her duties, regularly has access to information relating to the City's administration of employer-employee relations.
- B. MANAGEMENT EMPLOYEE --** An employee regularly having significant responsibility for formulating, administering or managing the implementation of City policies or programs. Management employees shall be designated by the City Council.
- C. DEPARTMENT HEAD --** An employee appointed pursuant the Eureka Municipal Code, who shall be immediately responsible to the City Manager for the effective administration of his/her department and all activities assigned thereto (definition by reference).

3. SALARIES

- A.** Pursuant to Eureka Municipal Code and Personnel Rule 4, Section 4.3, all changes in salary shall be approved by Resolution adopted by the City Council.
- B.** Notwithstanding Eureka Municipal Code and City Personnel Rule 4, Section 4.3, the City Manager may increase the compensation of any unrepresented Management, Mid-management, and/or Confidential employee when the City Manager has determined that it is in the City's best interest to do so (Resolution 98-23).

4. **HEALTH/DENTAL/VISION INSURANCE**

Health insurance coverage is through REMIF/Blue Cross. Any eligible employee may elect to participate in the plan or elect not to be covered at all. Pursuant to Council resolution dated July 17, 2012, the City shall pay 80% of Unrepresented employee premiums in an 80/20% cost share of health insurance premiums for all participating employees, thereby establishing a consistent annual cost share percentage of 20% employee and 80% City. All changes in the level of benefits or contribution rates will be made in accordance with agreements approved by the City Council by Resolution.

Total Monthly Premium

The monthly financial obligation of the City and Employee for health insurance coverage (effective 07-01-12) is as follows:

LOW DEDUCTIBLE PLAN 80/20				HIGH DEDUCTIBLE PLAN WITH HSA 90/10			
TIER	TOTAL PREMIUM	CITY PAYS (80%)	EMPLOYEE PAYS (20%)	TIER	TOTAL PREMIUM	CITY PAYS (80%)	EMPLOYEE PAYS (20%)
Emp. Only	\$551.65	\$441.32	\$110.33	Emp. Only	\$433.70	\$346.96	\$86.74
Emp + 1	\$1,158.52	\$926.82	\$231.70	Emp + 1	\$910.77	\$728.62	\$182.15
Family	\$1,655.06	\$1324.05	\$331.01	Family	\$1,301.05	\$1040.84	\$260.21

NOTE: (1) OPT-OUT RATE CURRENTLY REMAINS \$300 PER MONTH REGARDLESS OF TIER.
(2) THIS PLAN RUNS ON A FISCAL YEAR (JULY 1 TO JUNE 30)

- EPO High Deductible Plan with HSA 90/10: \$1,200 for Single and \$2,400 for Family.
- The City agrees to pay the *full deductible for all High Deductible HSA plans*.

DENTAL/VISION COVERAGE

(City pays entire premium for both plans)

Dental premiums: \$73.21 per month (includes eligible family members' coverage)
Vision premiums: \$11.05 per month (includes eligible family members' coverage)

- ✓ *Dental coverage effective the first day of the month following 3 months of employment.*
- ✓ *There are some procedures that are not covered until an employee has been under the Plan for 12 months (see Limitations in the Dental Plan booklet).*

OPT OUT INCENTIVE – Employees who have coverage elsewhere and do not want to be enrolled in the REMIF/Blue Cross plan may opt out and receive a cash payment from the City in lieu of the employer portion that would be paid toward your applicable premium if you were on the Plan. To be eligible to opt out, employees must comply with the appropriate provisions of the plan, provide proof of other coverage and those being covered, and sign an agreement holding the City harmless. The appropriate form(s) to opt out can be obtained from Personnel.

Medical and Vision Coverage begins on the first day of the month following 30 days of employment.

Coverage ends on the last day of the month in which you separate from City service.

It is the employee's responsibility to notify the City when the amount of eligible covered participants causes a change in the appropriate payment tier (i.e. birth of child, overage child, marriage, divorce, etc.)

5. LIFE INSURANCE

The City provides group life insurance to each employee in the following amounts:

1. Department Heads - \$20,000
2. Mid-Management and Confidential Employees - \$10,000
3. Each Covered Dependent - \$1,000

6. HOLIDAYS

Subject to the provisions contained in Personnel Rule 18, Sections 18.2 through 18.4, Management, Mid-Management and Confidential employees are entitled to the following holidays:

(Resolution 91-10)

1. January 1 - New Years' Day
2. Third Monday in January - Martin Luther King's Birthday
3. Third Monday in February - President Day
4. Last Monday in May - Memorial Day
5. July 4 - Independence Day
6. First Monday in September - Labor Day
7. November 11 - Veteran's Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. December 25 - Christmas Day
11. Three (3) Personal Holidays
12. Any day proclaimed by the President of the United States or the Governor of California as a public fast, thanksgiving or public holiday shall be subject to approval by the City Council in order to establish such day as a City holiday (Resolution 93-02).

- If January 1, July 4, November 11 or December 25 falls upon a Saturday or Sunday, the Friday preceding the Saturday or the Monday following the Sunday shall be a holiday.
- Newly hired employees shall receive a prorated share of the personal holidays authorized, based upon the number of pay periods remaining in the calendar year from the date of hire (Resolution 93-02).
- After 06-30-01, Management employees of the Fire Department may not sell back their Personal Holidays and the holidays must be taken as time off within the fiscal year, in exchange for receiving the enhanced PERS retirement formula of 3% @ age 50.

7. VACATION

- A. Subject to the provisions contained in Personnel Rule 17, Section 17.1, Management, Mid-Management and Confidential employees are entitled to the following annual vacation leave with pay:

<u>YEARS OF SERVICE</u>	<u>VACATION ACCRUAL RATE</u>
1st Thru 2nd	12 working days per year
3rd Thru 4th	13 working days per year
5th Thru 6th	14 working days per year
7th Thru 8th	16 working days per year
9th Thru 10th	17 working days per year
11th Thru 12th	18 working days per year
13th Thru 14th	19 working days per year
15th Thru 16th	20 working days per year
17th Thru 18th	21 working days per year
19th and over	22 working days per year

(Resolution 6972 and 96-17)

Vacation may be accumulated to a maximum of 44 days (352 hours) (Resolution 93-02).

B. VACATION BUY BACK

Employees may cash out unused Vacation Leave upon separation for City service. Employees may sell unused vacation back to the City by electing, by April 1st of each year, unused vacation. Payment for unused vacation is made in the second pay check in July. Management employees of the Fire Department will not be eligible to sell unused vacation after 06-30-01, in exchange for receiving the enhanced PERS retirement formula of 3% @ age 50. (Note: some departments choose to eliminate vacation buyback for Unrepresented employees in lieu of other budget cuts during a budget process. If unsure of their department's status in relation to vacation buyback, employees should check with their department head.)

8. SICK LEAVE

Management, Mid-Management and Confidential employees are entitled to accumulate one (1) day of sick leave for each month of service subject to the provisions of Personnel Rule 17, Section 17.2.

There is no limit to the amount of sick leave which can be accumulated; however, there is no pay off of unused sick leave upon separation from City service. Upon retirement, unused sick leave may be credited as service credit toward PERS retirement (Public Employees' Retirement Law Section 20862.8).

Any employee may be required by their department head to provide documentation to substantiate their request for sick leave.

9. SICK LEAVE INCENTIVE PROGRAM

In each of the calendar years following his/her employment date, an employee who has used four days (32 hours) or less of paid or unpaid sick leave in the preceding calendar year shall be entitled to one day (8 hours) of bonus vacation. Any employee who has used two days (16 hours) or less of paid or unpaid sick leave in the preceding calendar year shall be entitled to two days (16 hours) of bonus vacation. Said bonus vacation leave shall be in addition to any vacation allowance the employee is entitled. An employee must complete one year of service to be eligible for such bonus vacation leave.

The sick leave incentive bonus vacation, as herein provided, vests on the first day of each year in which an employee qualifies for said bonus vacation and must be taken in that year. An employee acquires no right to all or any part of bonus vacation unless said employee works in the calendar year in which it is granted (Resolution 96-17).

10. FAMILY SICK LEAVE

Subject to the provisions contained in Personnel Rule 17, Section 17.3 any eligible employee is entitled to up to three (3) days of family sick leave to attend to members of their immediate family whose illness or injury requires such attendance. Family sick leave is accrued at the rate of one-half (1/2) day per month to a maximum of three (3) days per calendar year. Any unused family sick leave at the end of the calendar year does not carry forward to subsequent calendar years (Personnel Rule 17, Section 17.3). In addition, an employee may use up to a maximum of one-half (1/2) of their annual sick leave accrual (i.e., 12 days/year earned, 6 days/year may be used) as family sick leave.

Immediate family includes father, mother, brother, sister, spouse or child (natural, adopted, foster or step child) of any eligible employee (Resolution 6972).

11. OCCUPATIONAL SICK LEAVE

Pursuant to Personnel Rule 17, Section 17.5, an employee injured in the line of duty may be entitled to leave with full pay up to a period not to exceed twelve (12) months cumulative for all injuries and/or illnesses.

12. DISABILITY INSURANCE

The City provides disability benefits under its self-funded disability insurance program. It pays \$138 per week up to a maximum of 26 weeks per occurrence. (Approved 93-32).

13. FAMILY DEATH LEAVE

Pursuant to Personnel Rule 17, Section 17.4, an eligible employee may be allowed a leave of absence with pay not to exceed three (3) work days per incident in the death of an immediate family member.

Immediate family member includes the father, mother, grandfather, grandmother, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, spouse or child of the eligible employee. The City Manager may approve bereavement leave for other relatives of the employee when such a relationship maintained a unique or non-typical family relationship with the employee so as to be considered a member of the employee's immediate family as listed above (Resolution 6972).

14. EXECUTIVE LEAVE

Effective the beginning of each fiscal year, each department head is entitled to nine (9) days of executive leave with pay and each mid-management employee is entitled to six (6) days of executive leave with pay pursuant to Personnel Rule 17, Section 17.11. For the purposes of this section, the Assistant to the City Manager is also entitled to six (6) days of executive leave with pay.

In no instance is executive leave not taken in one fiscal year to be carried forward to the next year. ~~However, unrepresented employees eligible for Executive Leave may receive cash for unused Executive Leave at the end of the fiscal year (by Council action 7-1-97, Resolution 98-23 and Resolution 99-32).~~ (Note: some departments choose to eliminate Executive Leave payoffs for Unrepresented employees in lieu of other budget cuts during a budget process. If unsure of their department's status in relation to Executive Leave payoffs, employees should check with their department head.)

Except as provided above, no Confidential employee is entitled to executive leave. Instead, Confidential employees shall be entitled to earn overtime as cash or compensating time off (CTO) pursuant to the Fair Labor Standards Act (FLSA) and Personnel Rule 20, Section 20.1 (Resolution 93-02).

Newly hired employees shall receive a prorated share of Executive Leave based upon the number of pay periods remaining in the fiscal year from the date of hire (Resolution 98-23).

15. LEAVES OF ABSENCE

1. Leaves Without Pay

A. Leave Policy

Except as otherwise herein provided, leaves of absence without pay that are in the best interest of the City may be granted by approval of the City Manager. Requests for leaves of absence without pay shall be submitted in writing by the employee to the department head (or to the City Manager for department heads), who shall consider such requests on their individual merits and circumstances and shall forward his/her recommendation to the City Manager for approval. Reasons for rejection of such request shall be submitted to the employee by the Department Head. In all cases covered by the Family Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA), the City shall provide leave in accordance with the requirements of the Act(s).

B. Medical Leave

Subject to approval by the City Manager, a medical leave of absence without pay may be granted to an employee filling a regular Council approved position when an employee's ability to perform his/her job has been impaired through injury or illness. Medical leaves of absence shall be limited to a maximum duration of twelve (12) months.

When an employee is on a medical leave of absence without pay, the employee shall be required to pay the total premiums for employee health insurance coverage except as may otherwise be provided by the Family Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA). If dependents of the employee are covered by the health insurance plan at the time the medical leave goes into effect, and the employee elects to continue coverage for dependents while on medical leave of absence, the employee shall pay the total amount required for dependent coverage as described in Section IV above.

In order to be granted a medical leave of absence, an employee shall make a request in writing to the appointing power, and shall submit the certificate of a licensed physician, or other licensed medical practitioner, stating the nature of the condition and the estimated date of return to work. Any extensions of the leave shall require similar medical certification or other verification of the employee's continued disability.

The duration of a medical leave of absence shall depend upon the nature and extent of the employee's disability, but in no event shall a medical leave be granted for longer than one year from the time the employee is unable to work in his or her regular job. A medical leave of absence without pay shall be effective upon exhaustion of the employee's accumulated leave with pay, compensating time off and holiday credits, under the following conditions:

- (1) In the event an employee has more than one year's worth of accumulated time on the date of the injury or illness which would result in paid status, no medical leave may be granted.
- (2) In an undisputed worker's compensation case, the employee may elect whether to use accumulated time in conjunction with disability indemnity or to use medical leave of absence in conjunction with such disability.
- (3) In a disputed worker's compensation case, an employee must exhaust accumulated time prior to being granted a medical leave of absence.

For purposes of this leave policy, concurrent multiple injuries or illnesses, new injuries or illnesses occurring while an employee is on a medical leave of absence, and recurrences of the same injuries or illnesses for which the medical leave of absence was granted following an employee's return to work, shall be treated as one incident and shall render an employee eligible for only one medical leave of absence. For purposes of this Section, an employee who has returned to work for one year following a medical leave of absence will be eligible for an additional medical leave of absence subject to the terms of eligibility set forth herein.

A medical leave of absence without pay, which, when added to accumulated benefit time results in the employee being away from the job for less than one year, may be extended up to the one year maximum, based upon medical certification.

An employee who has been granted a medical leave of absence, and who is unable to return to his or her former position within one (1) year may be separated from City service for mental or physical incapacity to perform the required duties. An employee separated under this provision is eligible for reinstatement to return to City service pursuant to the City's Personnel Rules, but shall be subject to medical examination by a City approved physician to certify fitness to perform required duties.

Notwithstanding the above, an employee subject to the provisions of the Americans with Disabilities Act (ADA) shall first be evaluated to determine if reasonable accommodations can be made on the part of the City to continue said employee, in some capacity, within City service. Reasonable accommodations shall be guided by the ADA and shall be evaluated based upon the individual merits and circumstances surrounding each employee's employment with the City.

Any employee returning to work after being granted a medical leave of absence without pay shall be required to provide documentation from their attending physician or other licensed medical practitioner, stating that the employee is capable of performing the essential duties and responsibilities of their job. The city retains the right to require medical examination by a City's approved physician, in those cases where an employee's fitness for duty remains in question.

C. Maternity Leave

Maternity leave shall be considered leave without pay and shall be guided by applicable state and federal laws including, but not limited to, the FMLA and/or the CFRA. A female employee, filling a regular Council approved position shall be entitled to a total of four (4) months leave of absence (with and/or without pay) for maternity purposes. An employee requesting an extension of leave for maternity purposes beyond the four (4) month maximum duration, shall have such request considered pursuant to the condition outlined in Sections 1 or 2 above.

When an employee is on maternity leave of absence without pay, the employee shall be required to pay the total premiums for employee health insurance coverage except as may otherwise be provided by the FMLA and/or the CFRA. If dependents of the employee are covered by the health insurance plan at the time the maternity leave goes into effect, and the employee elects to continue coverage for dependents while on maternity leave of absence, the employee shall pay the total amount required for dependent coverage as described in Section IV above.

Requests for maternity leave shall be submitted by the employee to their Department Head. Maternity leaves of absence shall be effective on the first day off work for maternity purposes, however, maternity leave without pay shall be effective upon exhaustion of all of the employee's accumulated leave with pay, compensating time off and holiday credits. In no case shall an employee be eligible for more than four (4) months maternity leave, whether in paid, or unpaid status, except as otherwise provided by this article.

D. Paternity/Family Leave

Paternity/Family leave shall be considered leave without pay and shall be guided by applicable state and Federal laws, including, but not limited to, the FMLA and/or the CFRA. An employee filling a regular Council approved position shall be entitled to up to four (4) months leave without pay for paternity/family purposes. To be eligible for such leave, an employee must meet the following criteria:

- (1) Have been continually employed with the City for one year prior to the paternity/family leave request, or
- (2) Not have taken paternity/family leave within the last twenty-four months.
- (3) Have exhausted all of the employee's accumulated leave with pay, compensating time off, and holiday credits prior to being placed on unpaid paternity/family leave. Sick leave may not be taken for paternity/ family leave purposes.
- (4) Medical documentation from an attending physician or other licensed medical practitioner may be required prior to granting the leave request.

In no case shall an employee be eligible for more than four (4) months paternity/family leave whether in paid or unpaid status, except as otherwise provided by this article or the law. Should any provision of the above stated criteria be in conflict with the FMLA, the criteria within the Act shall apply.

When an employee is on a paternity/family leave of absence without pay, the employee shall be required to pay the total premiums for employee health insurance coverage, except as may otherwise be provided by the FMLA. If dependents of the employee are covered by the health insurance plan at the time the paternity/family leave goes into effect, and the employee elects to continue coverage for dependents while on paternity/family leave of absence, the employee shall pay the total amount required for dependent coverage as described in Section IV above.

Paternity/Family Leave Defined

Paternity/Family leave shall be used for the following reasons only, and shall be guided by the applicable definitions in the FMLA and/or the CFRA. Paternity/family leave may be used to care for:

- (1) The birth of a child of the employee.
- (2) The placement of a child with an employee in connection with the adoption of the child by the employee.
- (3) The serious illness of the child of the employee.
- (4) The care for a parent or spouse who has a serious health condition.

Requests for paternity/family leave shall be made in writing by the employee to their department head who shall forward their recommendation to the City Manager. Paternity/family leave may be denied when one parent is also taking family care leave from employment or is unemployed. Leave may also be denied when it is necessary to prevent undue hardship to City operations.

When two City employees are parents, leave may be denied to both parents of a child at the same time. If leave is granted it may be limited to both parents to a total of no more than four months.

In all cases the City Manager shall approve or disapprove such requests in writing.

E. Jury Duty

An employee ordered to jury duty during the employee's regularly scheduled working hours shall be entitled to leave with pay during actual jury service. The following regulations shall apply:

- (1) All employees shall willingly accept ordered jury duty as one of the obligations of citizenship.
- (2) Employees on leave with pay status for jury duty shall deposit all jury fees in the General Fund of the City. Employees shall provide their own transportation in attending court as jurors.
- (3) Each Department Head shall properly notify jury officials when jury service by an employee would seriously impair the proper operation of the department.
- (4) Each employee shall expeditiously report his/her probable absence for jury duty and shall immediately report the termination of such jury service.
- (5) Department Heads are responsible for insuring that these provisions are observed by all concerned.

F. Military Leave

Military leave shall be granted in accordance with the provisions of State and Federal laws. All employees entitled to, and taking military leave shall give the appointing power the right, within the limits of military necessity and regulations, to determine when such leave shall be taken.

Compensation while on military leave shall be determined by the nature of the leave and the applicable State or Federal law concerning such leave.

G. Unauthorized Leave

An employee shall be considered to have abandoned their job after two working days absence from that job without authorization. Any employee off work for unauthorized absences shall be terminated from City service subject to the provisions of the City's disciplinary rules. Any employee absent from work without authorization for less than two working days shall be subject to disciplinary action as deemed appropriate by the City Manager.

H. Administrative Leave

The City Manager, when he/she deems it necessary in the interests or protection of the City, shall have the authority to grant a paid administrative leave of absence with pay to any regular full-time or regular part-time employee or officer of the City for a period not to exceed thirty (30) working days. The Council shall have the authority to grant such leave for a period not to exceed ninety (90) working days by any one Council action. In all cases of administrative leave granted by the City Manager, a report of such action shall be submitted to the Council.

16. RETIREMENT

The City provides employees who are Miscellaneous members of the Public Employees Retirement System (PERS) with the following benefits:

Effective January 16, 2001, the 7% employee PERS contribution formerly paid by the City on the employee's behalf is included in the employee's salary and is paid by the employee.

Effective July 1, 2001, the PERS contract was amended to provide retirement calculation based on the one-year final compensation formula, rather than the three-year average compensation formula, for Miscellaneous PERS members.

Effective August 1, 2002, the PERS contract was amended to provide the 2.7% @55 formula for Miscellaneous PERS members, and employees assumed the 1% increase in the Employee Contribution Rate (from 7% to 8%) required for the 2.7% @ 55 formula.

The City provides employees who are Safety members of PERS with the following:

Effective July 1, 2001, the PERS contract was amended to provide the 3% at 50 formula for Management and Mid-Management Safety employees of the Fire and Police Departments.

For Management and Mid-Management Safety employees of the Fire Department, the 9% employee PERS contribution is paid by the employee.

For Management and Mid-Management Safety employees of the Police Department, the 9% employee PERS contribution is paid by the employee (by Council action 7-1-97).

The City pays the full employer's share of PERS contribution.
(Resolution 96-17).

17. CAR ALLOWANCE

Department heads receive a Car Allowance based on the terms of their original hiring agreement and/or their contract with the City.

18. UNIFORM ALLOWANCE

The City provides a uniform allowance for the Police Chief, the Fire Chief and those mid-management employees required to wear and maintain a uniform.

Police	\$550 per year
Fire	\$555.96 per year

(Resolution 6972)

19. EDUCATIONAL REIMBURSEMENT PROGRAM

The City of Eureka encourages and supports educational and training programs which provide full-time employees opportunity for personal career development which directly benefits the City by increasing the competency of its regular staff. Toward this end, the City will provide reimbursement for courses which are directly related to the employee's present position or promotion within the City service. Reimbursement, which will be provided for tuition, fees, and material costs directly related to the approved course shall be subject to the prescribed limits and requirement of the Educational Reimbursement program.

The maximum aggregate limit for all eligible employees shall not exceed Three thousand dollars (\$3,000.00) per calendar year. The annual limit for an one employee is limited to \$300 per year (Resolution 93-02).

20. WORKING OUT OF CLASS

Whenever an employee is assigned duties and responsibilities of a higher classification, and such assignment is for a period of at least thirty (30) consecutive days, the City Manager may approve additional compensation in the amount of 10% above the employee's base salary or the beginning step of class to which they are assigned, whichever is greater, during such temporary assignment (Resolution 96-17).

21. CATASTROPHIC LEAVE

Catastrophic illness or injury is a severe illness or injury which is expected to incapacitate the employee for an extended period of time, and which creates a financial hardship because the employee has exhausted all of his/her accumulated paid leave time. Catastrophic illness or injury is further defined as a debilitating illness or injury of an employee's spouse, or legally dependent child that results in the employee being required to take time off from work for an extended period to care for the family member, when this creates a financial hardship because the employee has exhausted all of his/her accumulated paid leave time. An employee's job related illness or injury subject to worker's compensation coverage shall not be eligible for this Catastrophic Leave provision.

Paid leave time may be donated under the following conditions:

- A. Any permanent employee may donate accumulated vacation, compensatory time or holiday time to an eligible employee. Sick leave cannot be donated.

- B.** Donations must be made in increments of one regular work hour (or more) from the donating employee.
- C.** Should the employee receiving the donated hours not use all donated leave for the catastrophic illness/injury, any balance(s) will remain with the respective donating employee(s).
- D.** Donated paid leave time shall be converted to its cash value and then credited to the recipient in hours at the recipient's base hourly rate as holiday credit.
- E.** Employees donating paid leave time shall do so in writing on a form developed by the City.
- F.** All donation transactions shall be credited effective the pay period following submittal of the form requesting the paid time donation.
- G.** Paid leave time may be used under the following conditions:

1. The employee requesting "Catastrophic Leave" shall submit a written request to their Department Head for review. The request must include a written statement from a licensed physician verifying the illness or injury. If the Department Head approves the request, it shall be forwarded to the Director of Finance who shall include with the next payroll and announcement which shall state:

"(Employee's Name) has requested Catastrophic Leave. If you would like to donate some of your accrued leave time to this employee, please contact the Personnel Department for a donation form."

The Director of Finance shall implement the Catastrophic Leave donation and usage program in accordance with this article.

2. The affected employee must have exhausted any accumulated paid leave time for which they are eligible (sick, vacation, compensatory, holiday) prior to utilizing Catastrophic Leave.
3. Any paid leave time accrued by the affected employee while using donated time must be used during the next pay period.
4. Only permanent employees are eligible to receive donated paid leave time. Exceptions to this provision may be approved by Personnel on a case-by-case basis.
5. The use of donated paid leave time shall not exceed three months for any one catastrophic illness or injury.
(Resolutions 93-02 and 96-17).

22. PROFESSIONAL ENHANCEMENT

Effective July 1 of each year, the City will provide up to a \$1,000 salary advancement for each employee desiring to purchase equipment, training, or other professionally enhancing opportunities or situations. The salary advance must be paid back in equal payroll deductions by the following June 30th. Each employee requesting a salary advance pursuant to this provision must have the approval of the City Manager (Resolution 93-02).

23. ADMINISTRATIVE DIRECTIVE - DISCIPLINE

Employees exempt from the overtime requirements of the Fair Labor Standards Act and subject to City Personnel Rule 11, shall not have their predetermined salary reduced during a workweek in which they performed any work except for infractions of security regulations of major significance or for infractions of safety rules of major significance intended to prevent serious danger to the workplace or to other employees (Resolution 93-02).

24. PROBATIONARY PERIODS

All Management, Mid-Management and Confidential employees for initial or promotional appointments shall be subject to a probationary period. Mid-Management and Confidential employees shall serve a six (6) month probationary period which may be extended beyond six months by the department head. Mid-Management safety employees serve a twelve month probationary period (Personnel Rule 10, Section 10.2).

Department heads are subject to a twelve (12) month probationary period (Resolution 83-06).

25. SUPPLEMENTAL BENEFITS

Management, Mid-Management and Confidential employees' benefits shall include the equivalent benefit package of the Eureka City Employees' Association (ECEA), in addition to those benefits previously designated for Management (Resolution 6972). Police and Fire Department Management and Mid-Management Safety employees' benefits shall include the equivalent benefit package* of EPOA and EFL, respectively (Resolution 98-23).

* (Note: "Equivalent benefit package" means benefits and does not mean salary.)

26. COUNCIL APPOINTED POSITIONS

Those positions appointed by the City Council pursuant to the Eureka City Charter, Sections 600, 608 and 609 shall not be subject to the provisions contained in this document unless those individuals holding such office have employment contracts to the contrary (96-17).